



Policy: 4025
Procedure: 4025.01
Chapter: Education
Rule: Juvenile Work and Vocational
Education Classification
System

Effective: 1/9/2006
Replaces: 4025.01
Dated: 08/21/1997

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) shall establish a work and vocational education classification system in accordance with State and Federal Child Labor laws, Americans with Disabilities Act (ADA), Individual with Disabilities Education Act (IDEA), and Occupational Safety and Health Administration (OSHA) requirements.

Rules:

1. Upon a juvenile's admission to ADJC **AUTHORIZED RECEPTION, ASSESSMENT AND CLASSIFICATION (RAC) EMPLOYEES** shall review the juvenile's:
 - a. Medical file, including:
 - i. Mental health history;
 - ii. Current psychological reports; and
 - iii. Assessments.
 - b. Pertinent information contained in court documents;
 - c. Special Education, vocational, and developmental disabilities documentation;
 - d. Work history and/or vocational training experience such as:
 - i. Kitchen;
 - ii. Grounds;
 - iii. Maintenance;
 - iv. Maricopa County Skills Center; and
 - v. Job Corps.
 - e. Restitution obligations;
 - f. Related demographic characteristics which include:
 - i. Language spoken;
 - ii. Special interests; and
 - iii. Skills and abilities.
2. **RAC EMPLOYEES** shall:
 - a. Complete Form 4025.01A, Student Development Matrix;
 - b. Classify each juvenile as:
 - i. "Physically and/or mentally able" to participate in educational work experience or vocational training;
 - ii. "Exempted" from regular physical work or vocational training for a period of time due to:
 - (1) Acute or long term mental health condition;
 - (2) Existing injury; or
 - (3) Long term physical disability.
 - iii. "A Security Risk" to the safe and orderly management of the facility and/or to others.
 - c. Ensure juvenile Work and Vocational Education Classification data is entered into the Criminogenic and Protective Factors Assessment (CAPFA) Employment domain in Youthbase and in the juvenile's Field File.
 - d. Ensure all classification documentation for juveniles classified as "Exempted" from education work experience or vocational education is provided to the Superintendent of Education through the Facility Education Principal.

- e. The **EDUCATION PRINCIPAL** shall review all classification documentation for juveniles classified as “Exempted” every 90 days.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By:
01/23/06	Patricia A. Moreno		